

## Application To Employ For Attorneys

This lesson shows the steps of submitting an Application to Employ filed by an attorney. The same process can be applied to filing other motions or applications.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)

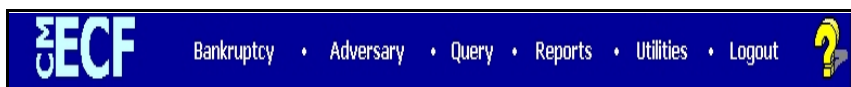


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click the Motions/Applications hyperlink.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)



Figure 3

- ◆ Enter the case number in YY-NNNNN format.

- ◆ Click **[Next]**.

**STEP 4** The **DOCUMENT SELECTION** screen displays. (See Figure 4.)



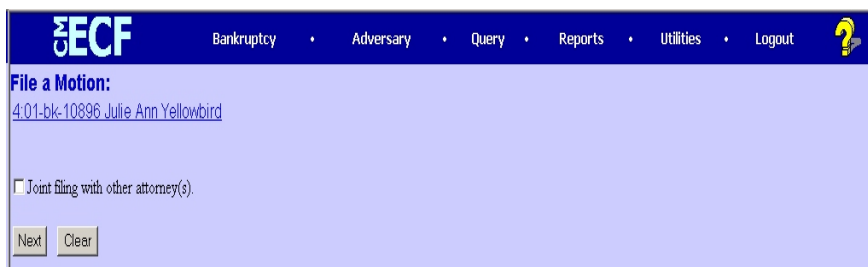
**Figure 4**

- ◆ Scroll the **File a Motion** box to select the Employ relief.

**NOTE:** To locate your event quickly, type the first letter of the entry (*E* for Employ) and the highlight bar will immediately select the first event beginning with E.

- ◆ Click **[Next]**.

**STEP 5** The attorney **JOINT FILING** screen will then display. (See Figure 5.)



**Figure 5**

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click **[Next]**.

- STEP 6** The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "4:01-bk-10896 Julie Ann Yellowbird". The main content area is light blue. In the center, there is a "Select the Party:" section. It contains a list box with "Yellowbird, Julie Ann (pty/db)" selected. To the right of the list box is a link "Add/Create New Party". Below the list box are "Next" and "Clear" buttons.

**Figure 6**

- ◆ Locate and select the party you are filing on behalf of in the **Party Selection** window. Click **[Next]** to continue.

- STEP 7** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "4:01-bk-10896 Julie Ann Yellowbird". The main content area is light blue. In the center, there is a "Select the pdf document (for example: C:\199cv501-21.pdf)." section. It contains a "Filename" label and a text input field. To the right of the text input field is a "Browse..." button. Below the text input field is a label "Attachments to Document:" followed by radio buttons for "No" and "Yes". At the bottom of the section are "Next" and "Clear" buttons.

**Figure 7a**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b.)

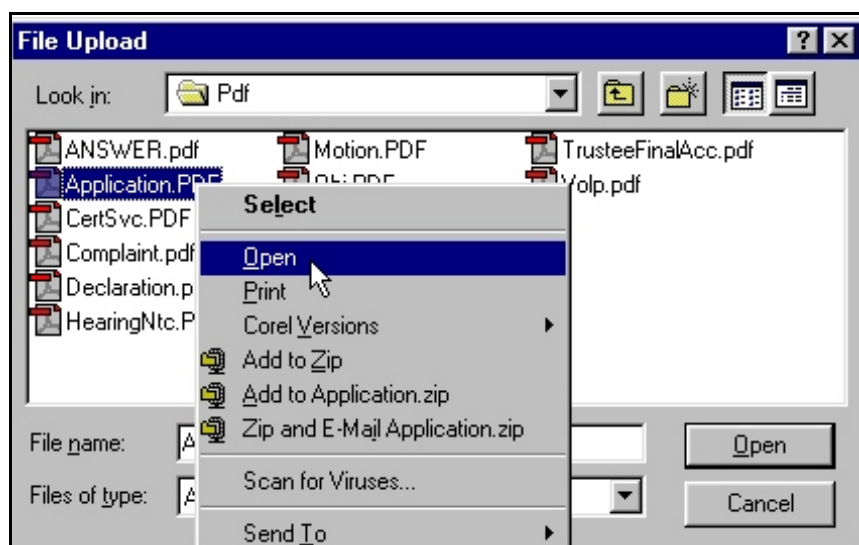


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See Figure 7c.)

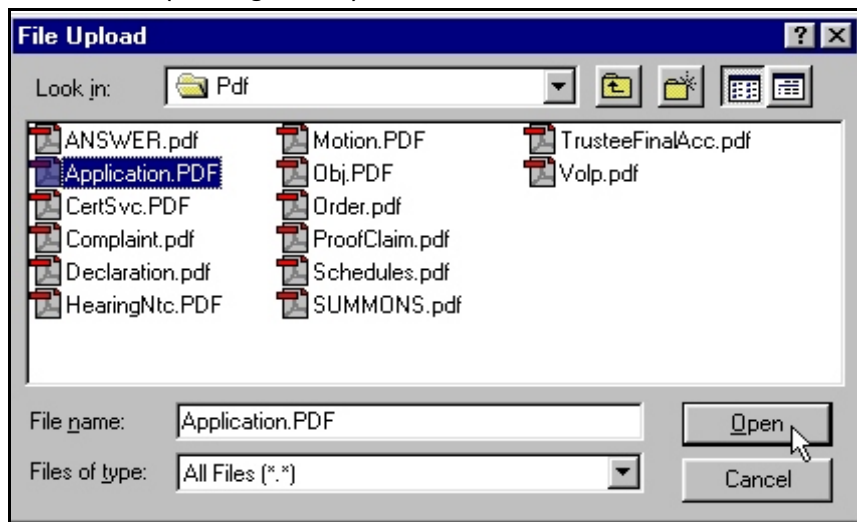


Figure 7c

- ◆ To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach additional

supporting documents to the motion.\* (Refer again to Figure 7a.)

**NOTE:** Please note that the PDF file for the Application to Employ is not an **attachment**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Next]** to continue with the attachment process.

**STEP 8** If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 8.)

**File a Motion:**  
[4:01-bk-10896 Julie Ann Yellowbird](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename  
L:\CM/ECF Train-PDFs\Contract Agree Browse...

2) At your option, select a document type and/or enter a description.

Type	Description
Affidavit	from Accountant

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List  
Remove from List  
Next

**Figure 8**

◆ There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
  - Double-click the PDF file to select it.

- Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “x” in the control box in the upper right hand corner of the PDF document.
2. Select **Affidavit** as the attachment type from the drop down list.
    - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A “ to signify this is Exhibit A. This description goes into docket text.
  3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..
- ◆ Click **[Next]**.

**STEP 9** A **DOCUMENT INFORMATION** screen displays next.  
(See Figure 9.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
4:01-bk-10896 Julie Ann Yellowbird

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Enter Name of Person to be Employed Andy Lee

Enter Type of Position Accountant

Next Clear

**Figure 9**

- ◆ The information typed in the windows displayed above will appear in docket text.
- ◆ Click **[Next]** to continue.

- STEP 10** The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.  
(See Figure 10.)

**Figure 10**

- Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- Click **[Next]** to continue.

- STEP 11** The **FINAL APPROVAL** screen will appear. (See Figure 11.)

**Figure 11**

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If correct, click **[Next]**

- ◆ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the errors(s) and proceed with the event..
  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 12** The **NOTICE OF ELECTRONIC FILING** screen displays.  
(See Figure 12.)



### Figure 12

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the application just filed.